



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-504
Position Title: **Disbursing Officer**
Series and Grade: PG-0530-10
Salary Range: \$49,397.00 - \$64,213.00 PA
Promotion Potential: None
Opening Date: 06/09/06
Closing Date: 06/22/06
Location of Position: Office of Comptroller, General Accounting Division,
Cash Management Services, Disbursing Section,
Washington DC
Number of Openings: One (1)
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

The incumbent serves as Disbursing Officer responsible for directing and supervising the operations of the Disbursing Section. Plans, controls, and coordinates the activities of personnel engaged in the issuance of government checks and electronic funds transfer EFT and personnel engaged in the collection of government checks and miscellaneous collections, etc. Reviews and interprets Public Laws, Treasury Regulations, Comptroller General rules and decisions, Federal Reserve Bank requirements, etc., as to how changes effect GPO in order to maintain accurate, timely disbursement of funds in accordance with all regulations; confers with GPO managers and supervisors to accommodate changing technology in electronic funds movement and to convert all possible payments to EFT. Monitors cash receipts and disbursements, both past and future, along with checkbook balance and when danger signs appear, makes recommendations to the Cash Manager on controlling disbursements, expediting collections, or increasing billings to maintain a safe level of cash to meet upcoming obligations. Directs the activities of employees engaged in disbursing and collections; reviews and approves Journal Vouchers for receipts and disbursements to the General Ledger. Plans and implements changes to functions serviced and develops procedures to interface with other areas of GPO, Treasury, and Federal Reserve System. Responsible for the preparation and reporting of budgetary and other requirements. Must maintain readiness for all phases of disbursements during disaster recovery in the event of a disaster enactment. Compiles required reports and special reports on operating functions of the section. Performs the full range of personnel management functions.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is described as experience supervising EFT transfers, collection and reconciliation of funds, complying with Treasury and Federal Reserve requirements and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of receipt, processing, and deposit of money received in payment of GPO bills.
2. Working knowledge and skill in using automated systems related to electronic movement of funds (OPAC, EFT, etc.) and their tracing and reporting requirements.
3. Knowledge of Treasury regulations, Federal Reserve requirements, Title 44 of the U.S. Code, etc. as they relate to disbursement and collection activities
4. Knowledge of the issuance of checks and electronic funds transmission of funds in payment of GPO obligations, and the reporting and control of them.
5. Ability to communicate policies and priorities to appropriate personnel.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Tyrea M. Mitchell
Phone: (202) 512-1124
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.